CLASSIFICATION STANDARD OPERATING PROCEDURE SUBMITTING A CLASSIFICATION REQUEST - ORD

SOP CSSU-008

Classification Shared Service Unit (CSSU)

Signatory Authority

Director, Human Resources Operations Office (HROO) CSSU

Responsible Owner:

Deputy Director, CSSU

Functional Area(s): Classification

> Effective Date: August 10, 2023

Recertification Date: August 31, 2028

1. PURPOSE AND AUTHORITY

a. The purpose of this standard operating procedure (SOP) is to establish procedures for submitting a classification request for Office of Research and Development (ORD) field activities. This SOP must be followed by supervisors and support staff who submit classification requests.

b. Authority to classify positions under the General Schedule (5 USC 51) and Federal Wage System (5 USC 53) is delegated (i.e., Delegated Classification Authority (DCA)) as indicated in Part I.3. of VA Handbook 5003.

2. PROCEDURES

a. <u>Submitting a Classification Request in Light Electronic Action Framework</u> (LEAF). See Appendix A.

b. Returning a Classification Request in LEAF. See Appendix B.

3. RESPONSIBILITIES

a. <u>Office of Research and Development (ORD) Supervisor, management</u> <u>official or representative/designee.</u> Responsible for submitting all necessary materials with classification requests in the Classification LEAF system for position classification review.

b. <u>**HROO CSSU staff.**</u> Responsible for assigning Classification LEAF requests for position classification action (e.g., reviews, evaluations, documentation).

4. DEFINITIONS

a. <u>Classification Light Electronic Action Framework (LEAF).</u> The automated classification workload system used to submit classification requests.

b. <u>Pen and Ink Changes.</u> Non-substantive changes to an existing PD that do not materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

c. **Position Descriptions (PDs).** The official documentation of management's assignment of duties, level of responsibilities, and supervisory relationships within a position classified based on OPM and other (e.g., Agency) applicable guidelines such as laws, regulations, policies, standards, and directives.

d. **<u>Redescription</u>**. Substantive changes to an existing PD that materially affect the grade-controlling major duties, qualifications, Official Title, Pay Plan/System, Occupational Series, Grade and/or other related elements of a position.

5. REFERENCES

- a. 5 USC Chapter 51 (Classification)
- b. 5 USC Chapter 53 (Prevailing Rate Systems)

c. <u>VA Handbook 5003 (Position Classification, Job Grading, and Position</u> <u>Management)</u>

- d. Classification LEAF site: WMC-HROO Classification SSU | (va.gov)
- e. VHA Classification SOP, 05-Classification-001

6. REVIEW AND RECERTIFICATION

SOPs must be reviewed upon recertification or when there are changes to the governing documents, systems, or organization, whichever occurs earlier. Authors will be required to review existing SOPs or policies two years following the latest signature date. Recertification (review and approval by Signatory Authority) will be required five years following the latest signature date.

7. SIGNATORY AUTHORITY

JON DEMOREST for Adam D. Mann

Digitally signed by JON DEMOREST Date: 2023.08.10 14:09:04 -04'00'

for Adam D. Mann Director, HROO CSSU

Date Approved: August 10, 2023 Review Date: August 31, 2025 Recertification Date: August 31, 2028 Appendices: <u>Appendix A: ORD Submitting a Classification Request in Leaf</u> <u>Appendix B: Returning a Classification Request in Leaf</u>

ORD SUBMITTING A CLASSIFICATION REQUEST IN LEAF

1. Go to the Classification Light Electronic Action Framework (LEAF) site at:

https://leaf.va.gov/NATIONAL/742/HR/.

2. Select "New Request: Start a new request" by clicking on it once with your mouse.



3. On the landing page you will see your name and telephone number already populated as it appears in the Global Address List on the left-hand side. Select "FIELD ORD USE ONLY" on the right-hand side and then "Click here to Proceed" to go to the next screen.

| WMC-HROO-Classification SSU | Do not enter PHI/PII. Welcome, Rebecca Godfrey! Sign.out Main Page Image: Admin Panel Resource Request |
|--|--|
| Welcome, Rebecca Godfrey , to the request website. After clicking "proceed", you will be presented with a series of request related questions. Incomple to print the submission. PLEASE ENSURE YOU ARE SELECTING THE CURRENT DIRECTORATE AND STATION | ete requests may result in delays. Upon completion of the request, you will be given an opportunity |
| Step 1 - General Information Contact Info Rebecca Godfrey | Step 2 - Select type of request 1-MAIN FORM - VHACO USE ONLY 2-FIELD ORD USE ONLY 3-WSS/RB OFFICE USE ONLY |
| | 4-PERSONNEL SECURITY ONLY 5-HROO Recruitment and Staffing SSU USE ONLY Click here to Proceed |

4. Begin filling out the form fields. Required fields will show * Required

| Form completion progress: | | | Next Question |
|---|---|---|---------------|
| 0% | | | 7 |
| | | | |
| | | | |
| Contact/Organizational Information & Position Description Action Type | | | |
| | | | |
| A/DUSH Office * Required | | | |
| (14) Discovery, Education and Affiliate Networks (DEAN) | | • | |
| Program Office * Required | | | |
| (14RDF) Research and Development Field | | • | |
| Section Within Program Office | | | |
| | | | |
| Duty Ctation Code & Required | | | |
| | | | |
| 523 - Boston HCS | × | * | |
| Is Position Telework Eligible * Required | | | |
| No | × | • | |
| Funding Source * Required | | | |
| Research Funded Position 0161 | × | • | |
| Position Encumbered * Required | | | |
| Vacant | × | • | |
| | | | |

Type your name in the "Point of Contact" box.

Point of Contact (First & Last Name)

Q

Use the free text box to enter any comments you would like the CSSU Team to see.

Details of the Request/Comments/Questions(Number of FTEE, Is This Position Permanent, Temporary, or Intermittent?)

Details of the request; background information about the position; number of FTEE; HRSmart PN(s); permanent, temporary, or intermittent; supervisory/nonsupervisory. Any other information that is important to the position.

formatting options

5. Choose the files to upload to the request. Documents will include an Org Chart, PD in MS Word, OF-8, Current PD, Completed Panel Forms (4670 If Applicable), ORD/CSP Approval Message, Subordinate Staff Position Descriptions if Supervisory, and Additional Items As Needed. Then click the Next Question link to go to the next page.

| Attach Documents Here(Org Chart, PD in MS Word, OF-8, Current PD, Comp If Applicable, ORD Approval If Applicable, Subordinate Staff Position Des Additional Items As Needed) | leted Panel Forms (4670) criptions if Supervisory & |
|--|--|
| File Attachment(s) | |
| Select File to attach: Choose File No file chosen | |
| Maximum attachment size is 20MB. | |
| Completed Request(Classification Use Only) | |
| Select File to attach: Choose File No file chosen | |
| Maximum attachment size is 20MB. | |
| | |
| | |
| Previous Question | Next Question |

6. Submit your request by clicking the "Submit Request" button.

| 🐼 wmc-нгоо о | Classification SSU | | | Do not enter Pl | HI/PII. Welcome, Jessica Zahn! Sion out |
|---|---|-------------------|---|--|---|
| W | | | | 😭 Main Page 🛛 Links 🔻 🛞 Help 🔻 🚳 Adm | in Panel Request #1590 |
| | Pleas > review | your request befo | re submitting t | | Tools Image: Control of the second |
| Select One - Program Classification Request Form (SSU Version Contact/Organizational Information & Position | Off.: Select One 🛛 | | | Initiated by Jessica Zohn | Write Email Print to PDF BETA Add Bookmark |
| ADUSH Office | Program Office | Duty Station Code | Point of Contact (First & Last Name) | Details of the Request/Comments(Number of FTEE. Is This Position Permanent, Temporary, or Intermittent?) | Cancel Request |
| (13) Community Care | (13DO) Delivery Operations setue Wethe Program Office Veteran and Family Member Programs (VFMP) | 135 | Larry Gouge Poot of Contact Nighbors Nonibar/Extension Supervisor Jon Demonest | 3 FTEE; permanent positions Attach Documents Hes (On Oak 200 N MS Model Def. Covers USB(MO) (Draws 31 Associate A Addronal Them A Needed) © Org_Chart.pdf © Org_Adf © Din Word.docx © <u>WSS_(MMO)_Approval.pdf</u> | Administrative Tools Administrative Tools Administrative Tools Change Service Change Service Change Initiator Change Initiator Change Initiator You have read access You have write access |
| | | | | | VA Light Electronic Action Framework Version 4.0.0 rPUBLIC |

7. You will then receive a confirmation email reflecting that your classification request was submitted.

RETURNING A CLASSIFICATION REQUEST IN LEAF

 When additional information is needed (e.g., a draft proposed PD needs be revisions), the Classification LEAF request will be returned to the initiator of the request. The initiator will receive an email from the LEAF system noting the details of what is needed. Please click the hyperlink in the email to be returned to the LEAF request. NOTE: Only the initiator will be able to make revisions; if a change to the initiator is needed, please contact Classification to effect that change.



2. You will then be returned to your Classification LEAF request. Click the small notebook with the pencil icon in the top right-hand corner of the section to make edits to the Classification LEAF request.

| 🞯 wмс-нкоо о | Classification SSU | | | | Do not enter PHI | /PII. Welcome, Jessica Zahn! Sign out |
|--|--|-------------------|---|---|---------------------------|--|
| | | Please re | view your request before submittin | 9 | | Tools |
| | | | Re-Submit Request | | | Edit this form |
| Select One - Program (Classification Request Form (SSU Version | Off.: Select One 🖻 | | | | Initiated by Jessica Zahn | Write Email |
| Contact/Organizational Information & Position | n Description Action Type | | | | | Delete Bookmark |
| ADUSH Office | Program Office | Duty Station Code | Point of Contact (First & Last Name) | Details of the Request/Comments(Number of FTEE, Ia This Position Permanent, Temporary, or Intermittant?) | | Concel Request |
| (13) Community Care | (13DO) Delivery Operations Sector Within Program Office | 135 | Jessica Zahn Rjint of Cantact Telephone Number/Estansion Superviser Jon Demonest | Five FTEE, permanent position Attach Documents Here (Ong Chart, PD in MS Word, Off-A. Curren ED, WESSHOO) Horms JF Applicable 14 Selection Harn As Hereit Org_Chart.pdf @ <u>Org_Chart.pdf</u> @ <u>OF8.pdf</u> | | Returned to Requestor by Jessica ^{Jan} 23 Zaha Good afternoon. I am returning this request to you because the DF-8 was not signed in block supervisor. Please obtain that signature, reattach the document to this request, and return this LEAF request to Classification. Thank you. |
| | | | | <pre>@ PD in Word.docx @ WSS (MMO) Approval.pdf</pre> | | Internal Use Main Request Classification Use Only |
| | | | | | | Administrative Tools |
| | | | | | | Change Form(s) |
| | | | | | | Security Permissions |

3. An editable page will pop-up for making any necessary revisions.

| | | | | OF-8 was not signed in block 20a by the position's supervisor. Please obtain that |
|--|----------------------|---------------------------------|---|--|
| Name | | Location | Contact | signature, reattach the |
| Zahn, Jessica R. HR Specialist (Classification) | WMC, HROD | (106A6) - Classification SSU | Email: Jessica.Zahn@va.gov Phone: 785-350-1831 | document to this request, and return this LEAF request to Classification. Thank you. |
| Point of Contact Telephone Number/Extension | | | | Internal Use |
| and the second sec | | | | |
| Q userName:VHABACDemorJ | | | | Administrative Tools |
| | | | | Change Service |
| Name | | Location | Contact | Change Form(s) |
| Demorest, Jon P. Supervisory Human Resources Specialist | (Classification) | WMC, HROO (106A6) - Classificat | ion SSU Email: Jon.Demorest@va.gov Phone: (269) 213-7019 | |
| Details of the Request/Comments(Number of FT | EE, Is This Position | Permanent, Temporary, or Int | termittent?) | Security Permissions |
| Five FTEE, permanent position | | | | You have write access |
| | | | | VA Light Electronic Action Framework |
| | | | | |
| | | | | |
| <u></u> | | | formatting options | |
| Attach Documents Here(Org Chart, PD in MS W | ord, OF-8, Current F | D, WSS(MMO) Forms If Appli | cable & Additional Items As Needed) | |
| File Attachment(s) | | | | |
| Org Chart.pdf | | | [Delete] | |
| PD in Word.docx | | r | [Delete] | |
| WSS (MMO) Approval.pdf | | [Delete] | | |
| Attach Additional File | | | | |
| <u></u> | | | | |

4. Save changes by clicking "Save Change" at the top righthand corner of the pop-up page.

| WMC-HPOO Classification SSU | Editing #1591 | Do not enter PHI/PII. w | elcome, Jessica Zahn! <u>Sign out</u> |
|--|--|--------------------------------|---|
| | Save Change | Links V 🚯 Help V 💿 Admin Panel | Request #1591 |
| | Contact/Organizational Information & Position Description Action Type | | Tools |
| | | 9 🖗 ا | dit this form |
| | ADUSH Office * Required | | View History |
| | (13) Community Care * | | Weite Email |
| Select One - Program Off.: Select One 🕿 | (13D0) Delivery Operations | | |
| Classification Request Form (SSU Version) | Section Within Program Office | Initiated by Jessica Zahn | rint to PDF BETA |
| Contact/Occupitational Information & Destine Description Action Type | | | belete Bookmark |
| | Duty Station Code * Required | Car | ncel Request |
| ADUSH Office Program Office | 135 * | | Comments |
| (13) Community Care (13D0) Delivery Opera | Point of Contact (First & Last Name) | Returns | d to Requestor by Jessica Jun 25 |
| Section Within Program Office | C userName:vhahrczahnj | Got | d afternoon. I am returning |
| | | OF- 20a | 8 was not signed in block by the position's |
| | Name Location Contact Zahn, Jessica R. Emails Jessica Tabellus one | sup | ervisor. Please obtain that nature, reattach the |
| | HR Specialist (Classification) WIMC, HROO (106A6) - Classification SSU Phone: 785-350-1831 | reti | urn this LEAF request to ssification. Thank you. |
| | Point of Contact Telephone Number/Extension | | |
| | | П Ма | in Request |
| | Supervisor | | assification Use Only |
| | C userName:VHABACDemorJ | | Administrative Tools |
| | | | hange Service |
| | Name Location Contact Demorest. Ion P. Email: Ion Demoret@us.nov | (| change Form(s) |
| | Supervisory Human Resources Specialist (Classification) WMC, HROO (10646) - Classification SSU Phone: (269) 213-7019 | 8 | change Initiator |
| | Details of the Request/Comments(Number of FTEE, Is This Position Permanent, Temporary, or Intermittent?) | | |
| | Time FTEE annual antiking | | Security Permissions |
| | Five Fitt, permanent position | | ou nave reau access |
| | | | ou have write access |

5. You will then be directed back to the request. Click the "Re-Submit Request" button in the top center of the screen.

| WMC-HROO Classification SSU | | Do not enter PHI | /PII. Welcome, Jessica Zahn! <u>Sign out</u> |
|---|--|-------------------|---|
| WMC-HROO Classification SSU Select One - Program Off.: Select One @ Causdication Request Form (SBU Version) 1 Instationy-measured Information & Register Description Action Type (13) Community Care (13D0) Delivery Operations | Dery fasten Cele Ret of Center (Pret & Last farm) 135 Jassica Zahn Der yferten Cele Ret of Center (Pret & Last farm) 136 Jassica Zahn Der gerege Son Demorstration | Do not enter PHII | A series 2-best 2-best 3-best 3- |
| | | | Change Initiator Security Permissions Vou have read access You have write access |